



THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

DAVID W. CARMICHEAL, DIRECTOR

Records and Information Management Services

State Agency Specific Schedules For SOS-Real Estate Commission/Appraisers Bo

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Application Correction Letters	Documents relating to lack of information, incorrect items, and lack of supporting documents needed to complete application	3 years		Temporary-Short Term		90-004

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Application for reinstatement of lapsed license	Documents relating to licensed salesperson or broker's fee requirement educational requirement, lapse date, brokers name, realty company, and legal statement all mandatory for reinstatement	11 years	O.C.G.A. 43-40-12(h)	Temporary-Short Term		90-001
Approved Applications for Licensing Registration (Brokers/Salespersons)	Documents relating to applying for Brokers or Salesperson license or registration	15 years	O.C.G.A. 43-40-07	Temporary-Long Term		89-020
Certification of Licensee's Record History	Documents relating to certification of licensee history	3 years		Temporary-Short Term		90-003

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Closed Hearing Files (Appraised Closed Hearing Files)	Documents obtained during investigation, original requests for investigations, and summary reports of the findings of the investigation	40 years		Temporary-Long Term		2000-0008
Closed Hearing Files (Real Estate)	Documents relating to resolving complaints by conducting hearings	40 years		Temporary-Long Term		99-0027-02
Closed Investigation Files (Appraisal Closed Investigation Files)	Documents obtained during the investigation, original requests for investigations, and summary reports of the findings of the investigation	15 years		Temporary-Long Term		2000-0007

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Closed Investigation Files (Real Estate)	Documents relating to resolving complaints by conducting investigations	15 years		Temporary-Long Term		99-0026-02
Georgia Real Estate Commission Board Meeting Files		Permanent		Permanent		0478-001
Post License Course Completion Files	Documents relating to verification licensee completed required post license course in a timely manner from an approved school	2 years		Temporary-Short Term		90-002

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Real Estate Commission Recovery Fund Claim Files	Documents relating to maintaining claims filed as compensation for damages due to misconduct by a duly licensed broker, associate broker, or salesperson	2 years	O.C.G.A. 84-1424	Temporary-Short Term	Transfer to Archives for permanent retention	81-412
Real Estate Commissioner's Subject Files	Documents relating to the policy and procedures of the Georgia Real Estate Commissioner's Office	Permanent	O.C.G.A. 43-40-2	Permanent	Transfer to Archives for permanent retention	81-123-A
Real Estate Company License Files	Documents relating to licensing of companies	21 years	O.C.G.A. 43-40-06; 43-40-10; 520-1-10	Temporary-Long Term		80-247-A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Real Estate Inactive Individual License Files	Documents relating to requesting the inactivation of real estate licenses by holders licensed in the State of Georgia	7 years	O.C.G.A. 4304012(h)	Temporary-Short Term		80-234-A
Real Estate Schools Licensing Files	Documents relating to pre-licensing and post-licensing of institutions established for preparation of individuals for Real Estate examinations and licensure	26 years		Temporary-Long Term		81-86-A
Roster of Examinees Available for Employment	American College Testing rosters with name and addresses of applicants passing examinations	1 year		Temporary-Short Term		90-117

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Schools of Real Estate Instructors Files	Documents relating to certifying instructors in the State of Georgia for real estate training institutes	26 years		Temporary-Long Term		81-433-A
Transfer of Real Estate Salesperson License Files	Documents relating to transferring of a real estate salesperson's license from one broker to another	7 years	O.C.C.A. 43-40-19	Temporary-Short Term		89-021
